GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Panchayat Raj and Rural Development Department–Strengthening the District Administration - Creation of a new post named as Divisional Development Officer in Panchayat Raj Department as a part of the transformative governance initiative by forming Gram/Ward Volunteers, Secretariat system, Joint Collector (V&WS and Development) – Orders – Issued.

PANCHAYAT RAJ AND RURAL DEVELOPMENT (E.V) DEPARTMENT

G.O.Ms.No.674, **Date: 30/09/2020**

Read the following: -

1. From the CPR&RD e file No.PRR02-11021/65/2020-A-COMMR PRRD (Computer No: 1209894).
2. From the CPR&RD e file No.PRR02-11021/65/2020-A-COMMR PRRD (Computer No: 1209894).

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O R D E R :

The Government is committed for the welfare and development of all segments of the Society and aimed to revamp delivery systems in the State to improve the living standards of the people through the concept of NAVARATHNALU as core theme of governance. In order to achieve this objective, the Government have reorganized the entire administration right from the Village level to State level. As a part of this, it has established Village Secretariats system vide G.O.Ms.No.110, PR&RD(Mdls-I) Department, Dt: 19-7-2020 and already recruited and positioned about 81,026 functional assistants for all Line Departments so far to strengthen the administration of Gram Panchayats. Government have also appointed about 1,81,746 Village Volunteers @ one per around 50 households in the State in rural areas for delivering Government Services at door step of all eligible households for implementing all Government Programmes. Further the Government have also restructured the organization structure of the District Administration at Joint Collector level by creating a new post with the designation as Joint Collector, Village & Ward Secretariat and Development (JC – V & WS and D) at every District for effective monitoring and implementation of various development programmes under "Navaratnalu' at District level.

2. During the review on implementation of various Programmes/Schemes under 'Navaratnalu', it is observed that monitoring of the Programmes/Schemes under Village level, Mandal level and District level is doing well due to introduction of Village Secretariats system & Village Volunteers at Village level, availability of Officers at Mandal and District level, and due to creation of exclusively Jt.Collector(V&WS and D) posts at District level. But it is lagging behind at Divisional Level in view of the gap in the administration. In Panchayat Raj Department at Mandal level, the MPDO is supervising the functions of Village Volunteers and Village Secretariat Staff. But there is no Divisional Level Officer post for effective monitoring and co-ordination of such huge number of staff working at Village Secretariat level. Therefore, in order to fill the gap in the administration at Divisional level and to make the administration more efficient, more accountable and result oriented, it is felt necessary to create Divisional Development Officer posts at Divisional level for effective monitoring and implementation of various Government Programmes/Schemes under Navaratnalu.

3. Accordingly, the Commissioner, PR&RD in the references read above has submitted detailed proposals to the Government for creation of new post named as Divisional Development Officer at Division level, in suppression/surrender of certain vacant non-gazetted/gazetted posts at ZPPs and ETCs. He has further stated that the MPDOs are playing not only key role in PR&RD Administration, but also performing vital role in implementation of all the Welfare &Development Programmes at different levels particularly in implementation and monitoring of MGNREGS (as Program Officer), Navarathnalu, YSR Pension Kanuka, SBM, Ammavodi, Jagananna Vidyadeevena and Rythu Bharosa and hence MPDOs are more suitable for the post of Divisional Development Officer. He has therefore requested the Government to create a new post with designation as Divisional Development Officer in the cadre of Deputy Director with the Scale of Pay of Rs.42490-96100 duly surrendering 169 vacant non-gazetted posts of Zilla Praja Parishads / 51 vacant gazetted posts of ZPPs and ETCs, and to fill the posts by promotion from the cadre of Mandal Parishad Development Officer.

4. Accordingly, the Government after careful examination of the matter hereby create a new post with designation as Divisional Development Officer in 51 nos., in Panchayat Raj Department in the cadre of Deputy Director with the Scale of Pay of Rs.42490-96100 duly surrendering 169 vacant non-gazetted posts of L.D.Steno/Driver/Office Sub-ordinates in Zilla Praja Parishads, and 51 vacant Gazetted posts of Accounts Officer/Administrative Officer in ZPPs and Veterinary Officer/MPDO/Agriculture Officers in ETCsand also to fill up the posts by promotion from the cadre of Mandal Parishad Development Officer.

5. The following is the Method of Appointment for filling up the posts of Divisional Development Officers:-

a. The posts of Divisional Development Officers shall be filled up on promotion from the cadre of Mandal Parishad Development Officer (Rs. 35120-87130).

b. Minimum 5 years of experience in service shall be the criteria.

c. The posts of Dy.CEO, ZPP and Divisional Development Officer shall be inter transferable as both are having the same scale.

6. The Divisional Development Officer shall report to the Joint Collector, (V&WS and D). For Development and Welfare Schemes, which are looked after by Joint Collector (Asara & Welfare) the Divisional Development Officer shall report to him.

7. The details of District-wise allocation of 51 newly created posts of Divisional Development Officers, and District-wise vacant non-gazetted posts of ZPPs surrendered and District-wise gazetted posts of ZPPs and ETCs surrendered are mentioned in the Annexure-I and Annexure-II to this order.

8. The details of Job Chart for the post of Division Development Officer, office accommodation, organogram, ministerial staff provision, financial implication i.e., non-recurring and recurring expenditure details etc., are as mentioned in the Annexure-III to this order.

9. The service rules for the post of Divisional Development Officer will be notified separately.

10. This order issues with the concurrence of Finance Department U.O.Note. No.1209993/HR-II/FIN01-HROMISC/53/2020,Dt: 02.09.2020, and U.O.Note.No.1209993/ HR-II/FIN01-HR0MISC/53/2020 dt. 29-09-2020.

11. The Commissioner, PR&RD shall take immediate necessary action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

GOPAL KRISHNA DWIVEDI
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Commissioner, PR&RD,A.P.,Tadepalli, Guntur.
All the District Collectors in the State.
All the Chief Executive Officers in the State.
Copy to:
All Departments of Secretariat.
All Heads of Departments in the State.
The Director of Treasuries and Accounts, Vijayawada.
The Accountant General, AP, Vijayawada.
The P.S to Prl.Secretary to C.M.
The OSD to Hon'ble Minister (PR & RD).
The PS to Principal Secretary to Government (PR&RD)
SF/SC.

//FORWARDED :: BY ORDER//

SECTION OFFICER

ANNEXURE-I

DETAILS OF CREATION OF THE POST OF DIVISIONAL DEVELOPMENT OFFICER

(i) Creation of Posts:

SI.No	Name of the Post	No of Posts sanctioned	Scale of Pay Rs	Mode of Appointment
1	Divisional Development Officer	51	42490-96110	By promotion from the cadre of Mandal Parishad Development Officer

(ii) District-wise allocation:

Sl.No	Name of the District	No of Revenue Divisions	No of proposed Dl.D.O Posts
1	Srikakulam	3	3
2	Vizianagaram	2	2
3	Visakhapatnam	4	4
4	East Godavari	7	7
5	West Godavari	5	5
6	Krishna	4	4
7	Guntur	4	4
8	Prakasam	3	3
9	SPSR Nellore	5	5
10	Chittoor	3	3
11	Ananthapuramu	5	5
12	Kurnool	3	3
13	YSR Kadapa	3	3
	TOTAL	**51**	**51**

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ANNEXURE-II

DETATILS OF DISTRICT-WISE NON-GAZETTED AND GAZETTED POSTS SURRENDERED IN ZPPs and EXTENSION TRAINING CENTERS(ETCs)

a) Non-Gazetted posts in ZPPs.

District wise non gazetted posts surrendered & Scale of pay

Sl No	Name of the District	Name of posts of ZPP surrendered	No of Posts	Scale of Pay
1	Srikakulam	Office Subordinate	10	13000-40270
2	Vizianagaram	Office Subordinate	5	13000-40270
		Drivers	2	15460-47330
3	Visakhapatnam	LD Steno	1	16400 -49870
		Driver	2	15460-47330
		Office Subordinate	10	13000-40270
4	East Godavari	Driver	2	15460-47330
		Office Subordinate	21	13000-40270
5	West Godavari	Driver	2	15460-47330
		Office Subordinate	15	13000-40270
6	Krishna	Driver	2	15460-47330
		Office Subordinate	11	13000-40270
7	Guntur	LD Steno	1	16400 -49870
		Office Subordinate	12	13000-40270
8	Prakasam	LD Steno	1	16400 -49870
		Driver	2	15460-47330
		Office Subordinate	7	13000-40270
9	SPSR Nellore	Driver	1	15460-47330
		Office Subordinate	16	13000-40270

10	Chittoor	LD Steno	1	16400 -49870
		Driver	2	15460-47330
		Office Subordinate	7	13000-40270
11	Ananthapuramu	Driver	4	15460-47330
		Office Subordinate	12	13000-40270
12	Kurnool	Driver	2	15460-47330
		Office Subordinate	8	13000-40270
13	YSR Kadapa	Driver	1	15460-47330
		Office Subordinate	9	13000-40270
	TOTAL		169	

(a). District-wise Gazetted posts in ZPPs surrendered & scale of pay :

SI.No.	Name of the District	Name of Posts of ZPP surrendered	No. Of Posts	Scale of Pay Rs.
1	Srikakulam	Accounts Officers, ZPP	1	40270-93780
		Admn., Officer, ZPP	1	28940-78910
2	Vizianagaram	Accounts Officers, ZPP	1	40270-93780
		Admn., Officer, ZPP	1	28940-78910
3	Visakhapatnam	Accounts Officers, ZPP	1	40270-93780
		Admn., Officer, ZPP	1	28940-78910
4	East Godavari	Accounts Officers, ZPP	1	40270-93780
		Admn., Officer, ZPP	3	28940-78910
5	West Godavari	Accounts Officers, ZPP	1	40270-93780
		Admn., Officer, ZPP	2	28940-78910
6	Krishna	Accounts Officers, ZPP	1	40270-93780
		Admn., Officer, ZPP	1	28940-78910
7	Guntur	Accounts Officers, ZPP	1	40270-93780
		Admn., Officer, ZPP	2	28940-78910
8	Prakasam	Accounts Officers, ZPP	1	40270-93780
		Admn., Officer, ZPP	2	28940-78910
9	SPSR Nellore	Accounts Officers, ZPP	1	40270-93780

		Admn., Officer, ZPP	2	28940-78910
10	Chittoor	Accounts Officers, ZPP	1	40270-93780
		Admn., Officer, ZPP	2	28940-78910
11	Anantapuamu	Accounts Officers, ZPP	1	40270-93780
		Admn., Officer, ZPP	2	28940-78910
12	Kurnool	Accounts Officers, ZPP	1	40270-93780
		Admn., Officer, ZPP	2	28940-78910
13	YSR Kadapa	Accounts Officers, ZPP	1	40270-93780
		Admn., Officer, ZPP	2	28940-78910
TOTAL			13+23=36	

b) Gazetted posts surrendered in ETCs:

SI.No.	Name of the post	Scale of pay	No. of posts surrendered
1	Veterinary Officers	35120-87130	3
2	MPDO's	35120-87130	3
3	Agriculture Officer	35120-87130	9
	TOTAL		15

Total : 36+15= 51.

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PRINCIPAL SECRETARY TO GOVERNMENT

ANNEXURE-III

A. JOB CHART TO THE POST OF DIVISIONAL DEVELOPMENT OFFICER:

I) GENERAL POWERS:

1. Divisional Development Officer (DLDO) is a development functionary/ agent of Government positioned at Revenue Divisional Head Quarter.
2. DLDO shall perform facilitation, coordination, review and monitoring functions over all development activities in his/her jurisdiction.
3. Primary responsibility of DLDO is to secure people's participation in all the development programmes of Government Departments, PRIs and other Government sponsored agencies, thereby ensure transparency and accountability in programme implementation.
4. He/she will strive hard and achieve convergence among several developmental programmes taken up by the line departments at Divisional, Mandal and Village level duly utilizing the platforms of Grama Sabha and PRIs.
5. He will also forge working relationships among Government Departments, PRIs and parallel agencies for synergy.
6. He will deal with all the line departments of Government which implement developmental programmes with a special focus on the departments that devolved powers, functions & funds to PRIs.
7. DLDO is responsible to achieve targets set out by the Government from time to time on the developmental subjects with a focus on human development, social development and economic development in rural areas.
8. Strive to improve the progress in all the flag ship Welfare and Development programs as per the instructions of the Government.
9. Inventory and Maintenance of Asset Register for all PR body assets in the division, Ferries, Auctions and Court Cases etc
10. Can attend General body meetings of Mandal Parishad without voting rights.
11. Any other work entrusted by the Government from time to time.

II. Administrative Powers:

1. He should tour 20 days in a month and submit his tour diary to the Joint Collector, V & WS and Development.
2. He should prepare his advance tour programme and submit to the Joint Collector, V & WS and Development for approval.
3. Inquiries under CCA rules against the employees of PR & RD in the Mandal.
4. He should give advance tour programme of inspections so that records can be updated.
5. He should review tour diary of MPDOs working in the mandal in his jurisdiction.
6. During his visits, he should make at least (5) night halts in a month and usefully spend the leisure time in guiding the Mandal functionaries in any matter where they need guidance.
7. He shall hold inquiries and submit reports to the Joint Collector, V & WS and Development on complaints on maladministration in mandals in his jurisdiction.

8. He shall inspect all the mandals in his jurisdiction every half year and see that the defects pointed out by the inspecting officers rectified by the MPDOs with in two months there after.
9. He shall review regularly implementation of mandal work and progress of important schemes and other Government Grants.
10. He shall be responsible for the implementation of all other directions and instructions issued by the higher authorities on mandal administration.

III. FINANCIAL POWERS

1. He shall guide the MPDOs in the matters of preparation of annual budgets, administrative reports, Mandal Development Plans, periodical returns, progress reports, replies to audit reports and other financial matters.
2. He shall certify each proposal furnished by the MPDO before recommending/rejecting them to the CEO, ZPP.
3. He shall extend cooperation to the bankers in recovery of loans and also participate in joint mandal level bankers meeting.
4. He shall guide the mandals in augmenting the resources of the mandals to strengthen the financial position of mandals.
5. He shall watch the adjustment of grant-in-aid releases to MPPs.
6. He shall obtain reconciliation statements from the MPPs to ensure that the accounts of the institutions are reconciled from time to time.
7. He shall obtain the budget estimate of MPPs. After scrutiny forward them to ZPP for approval.
8. He shall obtain monthly periodical reports on audit and accounts matters from the MPP and review the progress from time to time.

IV. TRAININGS:

1. He shall attend all training programmes arranged at District level.
2. He shall make efforts to educate and communicate people about various schemes implemented by the Government.
3. He shall communicate latest information and technical knowledge of the implementation of Government schemes to all the MPPs/MPTCs under his jurisdiction through the MPDOs.
4. Organize training programmes to PRIs representatives, functionaries, VS functionaries and volunteers.
5. He should arrange bi-monthly trainings to MPPs/MPTCs at the mandal head quarters with the cooperation of MPDOs duly inviting resource persons of the District Officials of DRDA, SC/ST/BC & Housing Corporations etc., for the effective implementation of Government schemes.

V. MONITORING:

1. Monitoring the implementation of all Welfare and Development Schemes in time bound manner at division level.

2. Monitor the vacancy position of Village Volunteers from time to time with the MPDOs and shall take action to fill up vacancies.

3. Shall Monitor and supervise the functions delivered by all the line depts. linked with VS dept as per the instructions of District authorities.

4. Ensure Functional Coordination in VSs in respective division.

5. Monitoring and guiding the proper implementation of all the Govt assigned Services in time bound manner.

6. Evaluating the performance of VSs from time to time and taking remedial measures to improve the functioning of VS system.

VI.CO-OPERATION:

1. He should maintain cordial relations with mandal and district level officers of other departments also for successful grounding of different schemes.
2. He should act liaison officer between MPPs/MPDOs, other district officers.
3. He shall be responsible for effective implementation and different public welfare schemes implemented through the mandal. He should also be a coordinator between officials and non-officials connected to the mandal development activities aiming at the enhancement of the quality of the people.

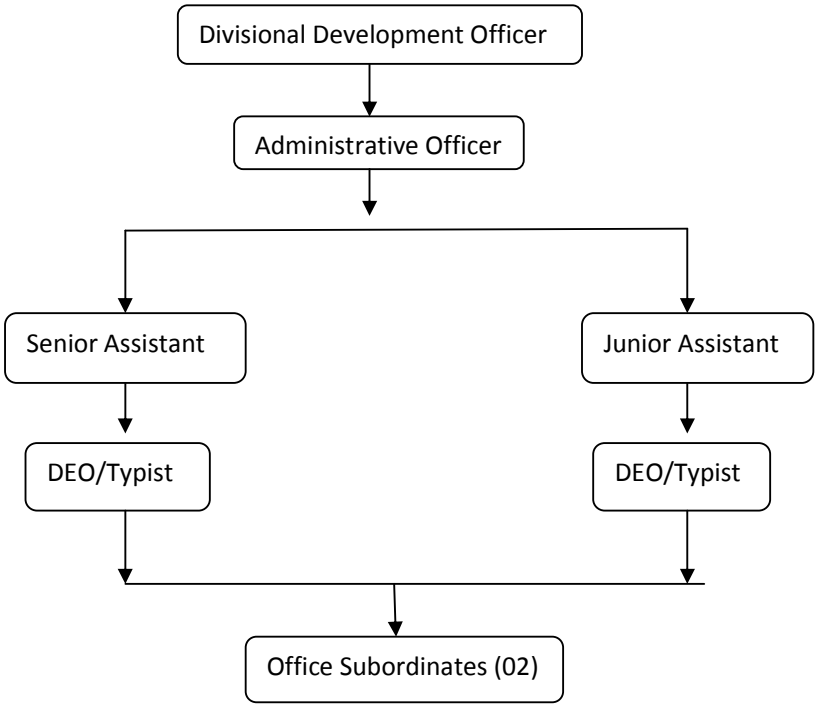
B. PROVISION OF MINISTERIAL STAFF TO THE POST OF DIVISIOSIONAL DEVELOPMENT OFFICER:

The following Ministerial staff will be provided by diverting the staff along with the post from ZPPs of the concerned District.:-

Sl.No.	Designation	No.of staff required.
1	Administrative Officer (Superintendent)	1
2	Senior Assistant	1
3	Junior Assistant	1
4	DEO/Typist	2
5	Office Subordinate	2

C. ORGANOGRAM:

The **Organogram** of the Office of Divisional Development Officer is hereunder;



D. Non-Recurring Expenditure and Recurring Expenditure:

i) Non-Recurring expenditure items;

a) Office accommodation

b) Office furniture

1. Office accommodation:- The Office of the Divisional Development Officer shall be located in Mandal Parishad Offices located at Divisional level.

2.Office furniture:- Under **office furniture** an amount of Rs.2.00 Lakhs shall be the Non-recurring expenditure for purchase of Chairs and Tables required for office establishment.

In Rupees

Total expenditure for 51 (DLDO Offices)	51x 2,00,000	Rs.1,02,00,000/-

Purchase of Computers:-

(04) HP Desktop Computers	45,000 x 4	1,80,000/-
(01) HP Laserjet Printer	13,000 x 1	13,000/-
Total expenditure on Computers for 51 DL.D.O offices	51 x 1,93,000	98,43,000/-
Total Non-recurring expenditure for 51 Divisional Development offices	Rs.1,02,00,000/- (+) Rs.98,43,000**/-**	**Rs.2,00,43,000/-**

(ii) Recurring expenditure:-

The following shall be recurring expenditures;

In Rupees

Current consumption charges	51 x 15,000 = 7,65,000 (per month)	Rs.91,80,000/- (Per annum)
Office expenses and contingencies	51 x 25,000 = 12,75,000 (per month)	Rs.1,53,00,000/- (Per annum)
Hire vehicle charges	51 x 45000 = 22,95,000	Rs.2,75,40,000/- (Per annum)
Total Recurring expenditure	91,80,000 (+)1,53,00,000 (+)2,75,40,000	**Rs.5,20,20,000/- (per annum)**

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